Mississippi Southern College

HATTIESBURG, MISSISSIPPI

BULLETIN

EXTENSION DIVISION

SUPERVISED CORRESPONDENCE STUDY FOR HIGH SCHOOLS

VOL. 34: No. 1. JULY, 1946

Published Quarterly by the Mississippi Southern College, Hattiesburg, Mississippi. Accepted for mailing at special rate of postage provided for in Section 1103, Act of October 3rd, 1917. Authorized February 19th, 1919.

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EXTENSION DIVISION

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EXTENSION OFFERINGS

The offerings of the Division of Extension are of two general types as follows:

A. Extension work by class instruction in which the teacher meets the classes at some study center provided by the class.

B. Extension work by correspondence in which the student works out written assignments which are sent by mail to the instructor and graded by him and returned to the student.

The work of the Extension Department is organized to conform to the regulations of the Southern Association of Colleges and Secondary Schools and the regulations of the National Extension Association of Teachers Colleges.

EXTENSION CLASS STUDY

1. Mississippi Southern College is anxious to serve the teachers of Mississippi through the extension classes. Arrangements have been made to offer by extension any course included in the regular college schedule on condition that satisfactory library and laboratory facilities are available. In the Departments of Health, English, Education, Psychology, History and Social Science, it is possible to offer a number of courses without special library arrangements other than those available through the College. Those interested in arranging for extension classes in centers convenient for them should write the Director of Extension.

2. Any person qualified to profit by an extension course may be admitted to the classes for non-credit study. However, those who expect college credit for a course must meet regular admission requirements. Students will not be permitted to do extension work during regular attendance at any college.

3. Extension classes spend the same number of hours in recitation as are required for the same course taken in residence. No extension class may meet for more than sixteen hours in one week, or four hours in one day. No extension course may continue after the opening of the second term of the spring quarter.

EDUCATION FOR VETERANS

Services for Veterans—Mississippi Southern College has made all of its resources available for those returning from military service. Members of Veteran's Committee are prepared to help veterans secure benefits provided in Public Law 16 (Rehabilitation) and Public Law 346 (G. I. Bill of Rights). A Veteran's Advisement Center will help prospective students decide upon the type of training for which they are best fitted.

Credit for Military Experience—For basic military training, veterans may receive six quarter hours of credit in physical education and hygiene. Credit for specialized training received in service schools, for Armed Forces Institute courses, for A. S. T. P. and for Army University Center courses will be given according to the recommendation of the American Council on Education.

THE AIMS OF SUPERVISED CORRESPONDENCE STUDY

Mississippi Southern College, in cooperation with the State High School Accrediting Commission, is establishing a Department of High School Correspondence Study. The aims of this new extension service are two-fold: (1) To provide a means whereby selected students may receive instruction in approved subjects under the guidance and supervision of the high school principal or a teacher selected and approved by the principal. It offers an opportunity whereby smaller high schools at senior high school level may supplement their course of study in such a way as to offer the student an opportunity to take certain approved subjects not ordinarily offered: (2) It offers to the individual student an opportunity to take courses that will meet his individual needs.

The High School Correspondence Study Department does not aim to interfere in any manner with the program of the high schools. All aid and assistance possible will be furnished to the small high schools so that they may provide all possible opportunities and advantages to students regardless of the curriculum limitations of such schools. The mature person not in high school, who needs and desires further study at high school level, is encouraged to take advantage of the opportunity for further study offered by the correspondence study courses. Special consideration is given the needs of veterans who require certain courses to meet entrance requirements for special schools or courses of study or who desire to qualify under the G. I. Bill of Rights for a certain type of training.

The methods developed for correspondence study are the result of careful testing and use and if followed carefully, bring satisfactory progress to the high school student. The lessons or assignments are carefully planned with the view in mind of getting the most out of the subject. The pupil is carefully checked and kept constantly informed of his progress. Individual and careful attention is given to each assignment which is graded as soon as it is received and returned to the student with suggestions for improvement or betterment in methods of study. The supervisor will provide for regular and systematic study during regular class periods, if possible, and will collect and mail the written assignments to the Correspondence Department.

PREPARATION OF INSTRUCTIONAL MATERIALS

At present, the Mississippi Southern College purchases the lesson material for Supervised Correspondence Study courses from the Extension Division of the University of Nebraska. While the materials are prepared by the University of Nebraska, the instruction and other details of enrollment and supervision is carried on at the Mississippi Southern College by instructors with experience in teaching at the secondary level.

APPROVAL OF SUPERVISED CORRESPONDENCE STUDY

The increased enrollment of our schools and the lack of trained teacher personnel place a grave burden on the smaller high school. It is at this point that the High School Correspondence program can provide help and assistance to the student with special interests by providing for the addition of courses which enable him to increase his curricula of study so as to take advantage of special courses of instruction needed or desired. Approved courses completed by the student under the supervision of the principal or a member of the faculty approved by him may be accepted as credits toward meeting

graduation requirements from high school provided that not more than four units earned by correspondence may be accepted for meeting graduation requirements. Where economies of money, personnel and time may be effected by utilizing correspondence study courses, Board of Trustees have the authority to provide such offerings in lieu of organizing small classes. These courses have been approved by the State Accrediting Commission for high school credit and for college entrance requirements.

SUPERVISION OF CORRESPONDENCE STUDY

Every student regularly enrolled in a high school, who takes any work by correspondence, must work under the direction of a local supervisor. This supervisor will be appointed by the High School Correspondence Department and will be the high school principal or a qualified high school teacher approved by the principal. The individual thus appointed will supervise study periods in order to see that proper conditions for study are observed and that the time study schedule is followed. The supervisor will receive from the Department of High School Correspondence all lessons and assignments and will distribute them to the pupils. He will collect the finished assignments and forward them to the High School Correspondence Department and return all corrected assignments to the pupil. Upon the completion of the course, the examination will be forwarded to the supervisor who will supervise the writing of the same and return it to the Correspondence Department.

Any person 16 years of age or over not attending school may enroll for any course offered provided that he has satisfied certain prerequisites for the course, and provided further, that the approval of the high school principal or superintendent must be obtained if the student plans to present the course for credit towards obtaining a diploma. Such persons need not study under a supervisor except for the examination which must be taken under the direction of an approved school official.

ADVANTAGES TO BE GAINED BY CORRESPONDENCE STUDY

This type of instruction permits the local high school to supplement the available subjects offered by adding courses which the local teachers do not have time to offer or for which there may be no qualified teacher available. In this manner, the school is better able to provide for the pupil of special ability or with vocational interests. It also provides an opportunity to the high school graduate or other individual unable to attend college an opportunity to take work necessary or desired for advancement in his business or profession. It may be used also as a means of earning extra credits during vacation periods when such credits are necessary for college entrance.

EXAMINATIONS AND CREDITS

Records of the pupil's work on lesson reports are kept at the Correspondence Department. Each correspondence course must be completed with a final examination taken under the supervision of the high school principal, the supervising teacher, or some administrative assistant approved by the superintendent. When the pupil is ready for the examination, the test questions are sealed in an envelope and sent from the Correspondence Department to the one who has been designated as the supervisor of the examination. The final grade for the course is obtained by averaging the examination grade with the average of the lesson grades. Certificates of credit are

issued to the pupils completing courses satisfactorily. Credits earned by pupils through correspondence may be counted by the local high school toward its diploma or may be applied at the Correspondence Department toward a high school equivalence certificate at the College for meeting entrance requirements.

The time required for completing one lesson, or assignment, varies from 8 to 12 hours, usually averaging about 10 hours, depending on the student's interest, ability, and preparation. A course is usually made up of 16 assignments evaluated as one-half unit.

PRECAUTIONS

No difficulty should be encountered by students in studying correspondence if a few simple rules are faithfully observed. In general, failure on the part of the students can be traced to carelessness in following directions, improper study methods or conditions, or to the break down of an established time schedule.

The correspondence method of study should be introduced as a part of the high school program only when the principal or a capable and energetic supervisor is available.

EXPENSES

In all cases the student pays all fees in advance. If a student, principal, or the school board desires further information, communication should be directed to the High School Correspondence Department, Mississippi Southern College. The charge consist of: (1) course fee of $10.00 per one-half unit: (2) materials fee of $1.00 per one-half unit. These amounts will cover all costs except the postage which the students pays in mailing his assignments first-class to the Correspondence Department. The student pays the postage on the lesson papers he sends in and the college pays the postage on the ones which are returned to him. Corrected assignments will be returned promptly to the student. Textbooks are purchased by the student through the publishers, or local book stores. Where Mississippi state adopted texts are used in these courses students will not be required to purchase them. In this case the text will be supplied the student through the local high school. If requested, the Correspondence Department will obtain textbooks for the pupil. Send separate check or money order to cover cost of texts if ordered from the Correspondence Department. Do not include the price of texts in check or money order sent to cover fees and course materials.

Fees cannot be refunded after a student is enrolled in a course except under one condition: if the Correspondence Department rejects the student's application the entire remittance will be refunded. Fees remaining to the student's credit (depending on the number of lessons submitted) will be transferred in case he enrolls in another correspondence course or in an extension class. A course fee holds good for only one year. If it is desired to continue a course not completed in that time, a renewal fee of $1.00 for each half unit will be charged and the time extended for three months. Only one such extension will be allowed.

ASSISTANCE AND SPECIAL PROVISIONS FOR VETERANS

Realizing that many veterans may desire to pursue certain special courses or subjects in preparation for entrance into business or the trades; the Department of High School Correspondence offers

opportunities to veterans under the G. I. Bill of Rights (Public Law 346 and Public Law 16) to take special courses designed to better fit and enable them to enter into business or a trade. Veterans who may desire to make up credits necessary for college entrance or who may desire to review a subject will be given special assistance and consideration.

PROVISIONS FOR VETERANS

A veteran wishing to pursue Supervised Correspondence Study courses under the provisions of Public Law 346 or Public Law 16 may do so by sending with his application a Certificate of Eligibility and Entitlement issued by his State Veterans Administration (with claim number). He should write the Correspondence Department for special application forms for veterans. The veteran will be entitled to the receipt of text materials, as well as lesson and instructional materials. The Correspondence Department will furnish all necessary materials and texts for the veteran who is properly enrolled. All courses herein announced have been approved by the Veterans Administration.

RULES AND REGULATIONS GOVERNING CORRESPONDENCE WORK

1. Application for the approval of correspondence work for high school credit shall be made by the principal to the county or city superintendent of education, and written approval shall be given by both principal and superintendent before work is begun. The application should show for each pupil the cost and method of financing.

2. A student may not enroll for more than one course at a time and a course must be finished before enrolling for another.

3. Students may enroll for correspondence work at any time, but it is suggested that enrollment for credit correspond to the school term.

4. Work taken by correspondence must be completed within one year from date of registration. If for any reason the pupil is unable to complete the course within the designated time limit, the Department of Correspondence must be notified and special arrangements made for completing the course.

5. A final examination must be taken upon completion of all assignments in a course. This examination will be taken under the supervision of an approved school official.

6. A pupil may pursue a correspondence course or courses totalling not more than one unit in a single year, provided he carries not less than three credit courses in school. The total credit load of the pupil in school and by correspondence shall not exceed what the same pupil would be permitted to carry in school.

7. Not more than one assignment will be sent in at one time. A minimum time of four weeks is established for the completion of each course.

8. All correspondence courses for credit shall be confined to the senior high school grade levels of the school in which the pupil is enrolled and not more than 4 units may be presented for credit.

After the pupil has secured the approval of a course he fills out an enrollment form supplied by the Correspondence Department.

This form, countersigned by the high school principal is mailed to the Department of High School Correspondence, Mississippi Southern College, Hattiesburg, with a money order covering the fees for the course and the order for the supplies of all kinds. The lesson materials and supplies are sent to the supervisor who issues them to the pupil. When the pupil receives his lesson materials, he may begin at once the work of the course. As quickly as one assignment is completed and sent in the student should begin to work upon the next. Students who do not desire to enroll in correspondence courses leading to the granting of high school credits do not need the approval of the principal or superintendent. Applications in such cases should be forwarded directly to the Department of Correspondence, Mississippi Southern College, Hattiesburg, with application blank and money order for fees.

TEACHING STAFF

All instruction in High School Correspondence is given by especially selected and well qualified instructors, the majority of whom are faculty members of the Demonstration High School of Mississippi Southern College. Each student is thus assured that his work will be given careful and individual attention by a staff of teachers carefully selected and chosen for their preparation and experience in high school teaching.

COURSES AVAILABLE

The courses listed below are available now. Others will be offered if sufficient requests warrant. Persons interested in taking courses not herein listed are invited to write to the Department of High School Correspondence stating nature of course desired and number of units. Texts and material prices are subject to change without notice. Where special equipment or materials are necessary, several pupils in the same locality may combine to use the same set of materials. The necessary texts, kits, loan materials, and other supplies are listed under each course at the prices for which they can be purchased through the College Extension Division. These courses listed herein meet all requirements of the State High School Accrediting Committee for college entrance.

OUTLINE AND DESCRIPTION OF COURSES OFFERED BY CORRESPONDENCE

COMMERCIAL ARTS

Ix-43—Elementary Typewriting—This is a beginning course in typewriting which is suitable for any student from the ninth to the twelfth grade who has had little or no previous training in this subject. ½ Unit.

SUPPLIES: (State Adopted Text)

Lessenberry, 20th Century Typewriting, Two-Year Course, Fourth Edition (Stock No. T70): South-Western Publishing Company, Cincinnati,1942	$ 1.76
Or, Lessenberry, 20th Century Typewriting, One-Year Course, Fourth Edition (Stock No. T71): South-Western Publishing Company, Cincinnati, 1942	$ 1.40
Workbook for 20th Century Typewriting, Parts I and II (Stock No. T711): South-Western Publishing Company, Cincinnati, 1942	$ .40
KIT No. 1CA	$ .75

IIx-43—Elementary Typewriting—This course is a continuation of Commercial Arts Ix-43. ½ Unit.

SUPPLIES: (State Adopted Text)

Texts and Workbook same as for Commercial Arts Ix-43.
KIT No. 2CA ..... $ .95

IIIx-44—Advanced Typewriting—This course is a continuation of Commercial Arts Ix-43, IIx-43. The purpose is to increase the speed, accuracy, and efficiency of the student and to familarize him with the common business forms. ½ Unit.

SUPPLIES: (State Adopted Text)

Lessenberry, 20th Century Typewriting, Two-Year Course, Fourth Edition, (Stock No. T70): South-Western Publishing Company, Cincinnati, 1942 ..... $ 1.76
Or, Lessenberry, 20th Century Typewriting, Advanced Course, Fourth Edition (Stock No. T72): South-Western Publishing Company, Cincinnati, 1942 ..... $ 1.40
Workbook for 20th Century Typewriting, Parts III and IV (Stock No. T721): South-Western Publishing Company, Cincinnati, 1942 ..... $ .48
KIT No. 3CA ..... $ 1.65

IVx-44—Advanced Typewriting—In this course the student applies the principles learned in the first three semesters of typewriting. In addition to receiving information concerning business forms, letters and procedure, he is given actual office problems. In many cases he will have to use his initiative in working out the problems. All work is to be completed according to business office standards. ½ Unit.

SUPPLIES: (State Adopted Text)

Texts and Workbook same as for Commercial Arts IIIx-43.
KIT No. 4CA ..... $ 1.65

Vx—Elementary Shorthand—This course is prepared for the student who desires to learn the fundamentals of shorthand. It is designed to teach the principles of shorthand writing covered in the first half of the Gregg Shorthand text. Attention is given to the writing of shorthand sentences using the 3,000 most common words, to the reading of well written shorthand, and to transcription from the student's own shorthand writing. ½ Unit.

SUPPLIES: (State Adopted Text)

Gregg, Gregg Shorthand (Anniversary Edition): The Gregg Publishing Co., Chicago ..... $ 1.50
Brewington and Soutter, Direct-Method Materials for Gregg Shorthand: The Gregg Publishing Co., Chicago, 1933 or 2d Edition ..... $ 1.72
Brewington and Soutter, Teacher's Key for Direct-Method Materials for Gregg Shorthand: The Gregg Publishing Company, Chicago, Key to accompany edition of text used ..... $ .50
Beers and Scott, Fundamental Drills in Gregg Shorthand: The Gregg Publishing Co., Chicago, 1932 (one copy to each school) ..... $ 1.20
Beers and Scott, Teacher's Manual for Fundamental Drills in Gregg Shorthand: The Gregg Publishing Co., Chicago, 1932 (one copy to each school) ..... $ .25
Gregg Recorded Dictation, Record No. 2 and 3 (one record for each school) University Extension Division, Lincoln ..... $ .95
Key to Gregg Recorded Dictation No. 3 (Brief forms by Units) University Extension Division, Lincoln ..... $ .05
5 shorthand notebooks ..... $ .75

XIx—Elementary Shorthand—Commercial Arts VIx is the second semester of high school shorthand. It follows Commercial Arts Vx, covering the second half of the Gregg Shorthand text. Mastery of shorthand principles and speed in taking dictation are stressed. ½ Unit.

SUPPLIES

Texts: Same as for Commercial Arts Vx.

VIIx—Advanced Shorthand—In this course the pupil will apply the principles learned in the first year's work in shorthand. Dictation and transcription will be stressed. Many qualities of an efficient secretary will be considered. By the end of the semester the pupil should be able to take dictation at 100 to 120 words per minute and to transcribe his notes rapidly and accurately, as well as to set up material nearly and arrange it attractively on the page. In building transcription skill, the pupil will study such factors as English, punctuation, spelling, capitalization, syllabication, and hypenation. ½ Unit. (State Adopted Text).

SUPPLIES

Gregg, Gregg Speed Building, New, Revised Edition: The Greeg Publishing Co., Chicago ..... $ 1.20

Newman, Modern Graded Dictation, Edition with Gregg Shorthand: Ginn & Co., Chicago, 1934 (one copy to every four pupils) ..... $ 1.72

Gregg, Gregg Shorthand Dictionary: The Gregg Publishing Co., Chicago (one copy epr school) ..... $ 1.50

Teacher's Handbook to Gregg Speed Building, New, Revised Edition: The Gregg Publishing Co., Chicago ..... $ .25

Fountain pen (for shorthand)

The following supplies are put up in one package and may be secured from the Extension Division.

KIT No. 5CA ..... $ 1.25

VIIIx—Advanced Shorthand—This course is a continuation of Commercial Arts VIIx. The shorthand work is done in terms of specific fields, such as advertising and publishing, aviation, banking, radio, investment, insurance, and government work. Increased speed in taking dictation and the finished transcripts are stressed. ½ Unit. (State Adopted Text) .

SUPPLIES

Same as for Commercial Arts VIIx. (Must have complete replacement for KIT No. 5CA.)

XIIIx—General Business—The purpose of this course is: (1) to give the pupil an understanding of the business information which the average person requires: (2) to teach him how to manage his own business affairs more satisfactorily: (3) to teach him the basic facts concerning different fields of business. This course is built especially for freshmen and sophomores, but is suited to any other high school pupils who have not had courses in commercial field. ½ Unit.

SUPPLIES

Crabbe and Slinker, General Business, Elementary Third Edition (one semester's work), (Stock No. G92): South-Western Publishing Co., Cincinnati, 1936 ..... $ 1.12

Or, Crabbe and Slinker, General Business, Complete Third Edition (two semester's work), (Stock No. G91): South-Western Publishing Co., Cincinnati, 1936 ..... $ 1.48

Stock No. G94, Workbook for General Business for Chapters 1 to 18: South-Western Publishing Co., Cincinnati ..... $ .40

XIVx—General Business—This is the second semester of General Business Commercial Arts XIIIx. ½ Unit.

SUPPLIES

Crabbe and Slinker, General Business, Part II, Third Edition (Stock No. G93). South-Western Publishing Co., Cincinnati, 1936 ..... $ 1.00

Or, Crabbe and Slinker, General Business, Complete Third Edition (Stock No. G91): South-Western Publishing Co., Cincinnati, 1936 ..... $ 1.48

Stock No. G95, Workbook for General Business for Chapters 19 to 31: South-Western Publishing Co., Cincinnati ..... $ .40

XVIIx—Commercial Law—This course is prepared for juniors and seniors in high school. The study of law is especially valuable because of the training in the technique of reasoning. The student develops the ability to distinguish issues, discriminate between essentials and non-essentials, interpret facts, arrive at correct conclusions, and avoid hasty judgement. This course is designed to give the student a broad understanding of business customs, to give a sufficient knowledge of law to guide him in conducting his business affairs, and to aid him in avoiding litigation. Above all, the student is taught when to seek legal advice. The topics dealt with include contracts, sales, bailments and carriers, negotiable instruments, agency, real property, business organizations, and similar topics. ½ Unit.

SUPPLIES

Peters and Pomeroy, Commercial Law, Third Edition, (Stock No. 74-R): South-Western Publishing Co., Cincinnati, 1932 ..... $ 1.40

Stock No. 74RW, Workbook for Commercial Law, Third Edition: South-Western Publishing Co., Cincinnati ..... $ .44

Stock No. 74RM, Manual to Accompany Commercial Law, Third Edition: South-Western Publishing Co., Cincinnati ..... $ .50

ENGLISH

Ix-44—Ninth Grade English—This course in English includes the work for the first semester. Pretests are given to show the strong and weak points of each pupil. Study in appreciation of literature and work in elementary composition follow. There is, also, a thorough review of whatever parts of grammar are needed. ½ Unit.

SUPPLIES

Chapman, Teuscher, Cook, Gaining Language Skills, Volume III: Harcourt, Brace, and Company, Chicago, 1942 ..... $ 1.40

Cross, Smith, Stauffer, Collette, Adventure: Ginn and Company, Chicago, 1938 ..... $ 2.32

IIx-44—Ninth Grade English—This is the second semester course in Ninth Grade English which follows English Ix-44. ½ Unit.

SUPPLIES

Chapman, Teuscher, Cook, Gaining Language Skills, Volume III: Harcourt, Brace, and Company, Chicago, 1942 ..... $ 1.40

Cross, Smith Stauffer, Collette, Adventure. Ginn and Company, Chicago, 1938 ..... $ 2.32

Shakespeare, Merchant of Venice, Riverside Series: Houghton Mifflin Company, Chicago, 1929 (one copy to every two pupils) ..... $ .36

IIIx-35—Tenth Grade English—This course covers the third semester of high school English. Special attention is given to grammar and punctuation. The dominating idea of the course is the ac-

quiring of sentence sense. Variety of work is offered through study in the appreciation of literature. ½ Unit.

SUPPLIES

Chapman, Using English, Book One, New Edition: Harcourt, Brace and Co., Chicago, 1935 ..... $ 1.48

Shakespeare, Julius Caesar, Riverside Series: Houghton Mifflin Co., Chicago, 1929 ..... $ .36

Note: Julius Caesar is in Literature and Life, Book One, (Revised Edition, 1933)

Tennyson, Lancelot and Elaine, Riverside Series (No. 156): Houghton Mifflin Co., Chicago ..... $ .52

IVx-35—Tenth Grade English—This course covers the fourth semester of high school English. It is a continuation of English IIIx-35. ½ Unit.

SUPPLIES

Chapman, Using English, Book One, New Edition: Harcourt, Brace and Co., Chicago, 1935 ..... $ 1.48

Miles-Stratton-Pooley-Greenlaw, Literature and Life, Book Two (Revised Edition): Scott, Foresman and Co., Chicago, 1936 ..... $ 2.24

Tennyson, Enoch Arden, Riverside Series: Houghton Mifflin Co., Chicago ..... $ .36

VIx-Eleventh Grade English—This course in the history of American literature is available for students who have had at least two years of English in high school. Through the study of the biographies and writings of the most important authors of American literature the student will better understand the people of his country. He will come to know the thoughts and feelings of many of the people who lived in America between the years 1607-1925. ½ Unit.

SUPPLIES

Cross-Smith-Stauffer-Collette, American Writers—Good Reading for High Schools: Ginn and Co., Chicago, 1939 or

Cross-Smith-Stauffer, Good Reading for High Schools: Ginn and Co., Chicago, 1931 (one copy to every two pupils) ..... $ 2.52

Long, American Literature: Ginn and Co., Chicago, 1923 ..... $ 2.40

XIx—Eleventh Grade English—This course is a study of English grammar for any pupil of high school grade. It serves as an excellent review course for seniors, especially for those who expect to attend college or to teach. ½ Unit.

SUPPLIES

Shepherd-Parkman Language Series—Guidance in Composition and Unit Studies in Grammar, Combined Edition: The Bobbs-Merrill Co., Indianapolis, 1934 ..... $ .70

VIIIx-45—Twelfth Grade English—Today, as never before, Americans have been associated with men and women of all nationalities and races. To understand these people better, a study of their literature is valuable. This course considers the literature of nineteen different countries of the world, but does not include English or American writers. The course follows the unit method of organization and emphasizes theme rather than type. Some work in composition is also included. ½ Unit.

SUPPLIES

Ingles and Stewart, Adventures in World Literature: Harcourt, Brace and Company, Chicago, 1942 ..... $ 2.50

Johnson, Bessey, Ryan, English Patterns, Ginn and Company, Chicago, 1941 ..... $ 1.80

XXIx-39—Business English—(Twelfth Grade English, 2nd semester.)—This course is a forceful presentation of business letter writing. The objective of the course is to teach the writer how to write a business letter that will cause the reader to react the way the writer wishes. That is the essence of every good business letter. The course should be used primarily by those who plan to enter the commercial field. The material is well suited for juniors and seniors who have a reasonably good command of English, but freshmen and sophomores are not discouraged from enrolling in the course. ½ Unit. May be used as ½ Unit credit for Twelfth Grade English or taken as separate course.

SUPPLIES

Aurner, Effective Business Correspondence, Abridged, Second Edition, (Stock No. E12): South-Western Publishing Company, Cincinnati, 1939 ..... $ 1.32

Stock No. E11, Study Projects—Effective Business Correspondence (Workbook), Second Edition: South-Western Publishing Company, Cincinnati, 1939 ..... $ .52

(State Adopted Text.)

XXXIx—Twelfth Grade English, 2nd Semester—This is a simplified approach to correct English usage, based upon a textbook especially written for the purpose. It concentrates a wealth of practice upon complete mastery of a small body of completely essential usages.

The course is especially adapted to the needs of students who are weak in the fundamentals of composition. It includes work in sentence building, punctuation, capitalization, as well as extensive practice to eliminate the more common "demons" in speech and writing. Special attention has been given to making the work attractive. ½ Unit.

SUPPLIES

Worchester and Wilhelms, Remedial Language Usage: University Extension Division, University of Nebraska, Lincoln, Nebraska, 1940 ..... $ 1.20

IXx—Journalism—This course covers the first semester of high school journalism. Special attention is given to the writing of news stories, features, and editorials. The history of journalism is studied and the development and progress of modern day news writing is traced from the early days of the newspaper to the present. The mechanics involved in putting out a newspaper or other publication is brought out and where possible actual visits to newspaper offices are arranged locally for the student.

SUPPLIES

Wrinn, Elements of Journalism: Harper and Bros., New York, 1929 and 1939 ..... $ 1.92

Mott, An Outline Survey of Journalism: Barnes and Noble, New York, 1937 or 1940 ..... $ 1.00

PRACTICAL ARTS

XIx—Home Economics—This is the beginning course in clothing. It is prepared for pupils of the ninth and tenth grades. It may, however, be used for pupils of lower grade if they have good reading ability and an unusual talent or interest in sewing.

The course is designed as a foundation course for advanced studies in clothing, and to provide girls who may not be able to take advanced work with practical training for making garments. Special attention is given to teaching the use and care of the sewing machine, the selection and alteration of commercial patterns, how to make and where to use the various construction stitches, and the use of some of the ornamental processes. Some instructions is also included on the care and repair of garments, and on the basic principles of estimating cost and budgeting the clothing allowance.

There are no prerequisite courses. Adults not regularly enrolled in school may pursue the course profitable. Any girl who desires to improve her ability in making, selecting and caring for her clothing may find this course profitable.

Major emphasis is placed upon actual work in sewing. It is important, therefore, that no student register for the course who will not have access to a sewing machine and the ordinary equipment and supplies needed in sewing. ½ Unit.

SUPPLIES

Van Gilder, From Thimble to Gown; A Manual of Sewing; Allyn and Bacon, Chicago, 1932 ..... $ 1.20

Todd, Clothes for Girls: D. C. Heath Co., Chicago, Illinois, 1935 ..... $ 1.56

In addition to the textbooks there will be some added expense involved in the purchase of four patterns and the materials for making four garments. The expense for these can be kept as low as $5.00 or $6.00.

XIIx—Home Economics—This course is a continuation of Home Economics XIx. It includes a careful study of fabrics made from flax, wool, silk, and rayon and work with each fabric. It also stresses the artistic principles involved in the choice and construction of garments. It included further work on the clothing budget, and the repair and maintenance of clothing.

SUPPLIES

Todd, Clothes for Girls: D. C. Heath Co., Chicago, Illinois ..... $ 1.56

..... Inexpensive pamphlets and bulletins on cloth. (Full Bibliography of pamphlets and bulletins and instructions for securing them will be found in the course material.)

In addition to the text material there will be some expense for fabric, patterns, and findings for making three garments, and some material for a set of accessories. The expense for these may be easily kept within $10.00

XXIIIx—Mechanical Drawing—This course is offered to juniors and seniors in high school, preferable after they have had one year of plane geometry. The course takes up first, lettering and language or terms which are peculiar to mechanical drawing, elementary use of mechanical drawing instruments, free hand sketching. Later, the principles of obtaining multiple views of an object to be drawn are taken up.

SUPPLIES

Boggy, Mechanical Drawing, Book One: McGraw-Hill Book Co., New York, 1931 ..... $ .60

French and Turnbull, Lessons in Lettering, Book Two: McGraw-Hill Book Co., 1921 or 1924 ..... $ .35

*French and Svenson, Mechanical Drawing for High Schools: McGraw-Hill Book Co., New York, 1934 or 1940 (one copy every ten pupils) ..... $ 1.60

Blueprints, University Extension Division, Lincoln, Nebraska (one copy per class) ..... $ .45

All materials (except the drawing board) necessary for this course have been divided into two kits. Kit No. 5A contains apparatus which can be used more than once and by several pupils. Kit No. 6A contains those materials which are completely used up during the course. Kit No. 5A can be purchased from the Extension Division for $6.25. Kit No. 6A can be purchased from the Extension Division for $1.50. The Extension Division cannot supply individual items from either of these kits. The drawing board is not included in either kit as most students either have one available or can secure an adequate substitute.

*(State Adopted Text.)

XXIVx—Mechanical Drawing—This course is a continuation of Mechanical Drawing. The student is introduced to the primary steps necessary in the drawing up of blue prints and is instructed in the reading and designing of blue prints.

SUPPLIES

Same as in Mechanical Drawing XXIIIx.

In addition to the courses listed herein in Practical Arts, other technical courses in Automotive Mechanics, Gasoline Engines, Radio and Radio Servicing, and Carpentering may be offered by correspondence. These courses will not be given for credit, but should prove of great value to anyone interested especially to the veteran doing on-the-job training under the G. I. Bill of Rights. For further information concerning these courses write the Extension Division, High School Correspondence.

LANGUAGES

XLIx—First Year Spanish—A well known individual high in the circles of those interested in promoting world peace, once said that one of the best ways of promoting better international relationships and understandings between the nations was to establish a universal language. Lacking an international language, the next best way was to study the culture, habits, and customs of the people. The direct method of study is emphasized and the students begin to speak the language from the beginning using sentences and phrases which illustrate and bring forth the elements of grammar and syntax necessary for a proper knowledge of the language. The written language stresses words, sentences and phrases most common in business usage. Pronunciation is emphasized through the medium of texts recorded in Spanish by trained linquists. No previous knowledge of Spanish is necessary. ½ Unit.

SUPPLIES

Friedman, Arjona, and Carvajal, Spanish Book One: Scott, Foresman and Company, Chicago, 1941 ..... $ 2.08

5 double-faced Spanish records: University Extension Division, Lincoln, Nebraska (one set for every 2 or 3 pupils) ..... $ 3.75

(State Adopted Text.)

XLIIx—First Year Spanish—A further study of the more advanced fundamentals of grammar and rules of the language are taken up. Prerequisite—Spanish XLIx. ½ Unit.

SUPPLIES

Textbook: Same as for Language XLIx.

3 double-faced records: University Extension Division, Lincoln, Nebraska, (one set for every two or three pupils) ..... $ 2.25

(State Adopted Text.)

XLIIIx—Second Year Spanish—A contination of Language XLIx and XLIIx. A brief review of grammar including the more common regular and irregular verbs and the idioms most frequently used. The student is introduced to the more famous Spanish writers including novelists and dramatists. The materials selected for reading are interesting, varied and representative of the best in the Spanish language. The student thus gains a knowledge of idiomatic written Spanish and an idea of the customs and habits of the people. Pronunciation is stressed and through the medium of recorded Spanish texts, the student gains an understanding of the spoken language and learns to speak Spanish as well as read it. ½ Unit.

SUPPLIES

Arjont, Friedman, and Carvajal, Spain and America: Scott, Foresman and Company, Chicago, 1940 ..... $ 2.20

3 double-faced records: University Extension Division, Lincoln, (one set for every 2 or 3 pupils) ..... $ 2.25

(State Adopted Text.)

XLIVx—Second Year Spanish—A continuation of Spanish XLIIIx.

SUPPLIES

Textbook: Same as for Language XLIIIx.

2 double-faced records: University Extension Division, Lincoln, (one set for every 2 or 3 pupils) ..... $ 1.50

(State Adopted Text.)

XXXIx—Beginning French—It is through the medium of language that understanding of foreign peoples and their cultures is gained. The study of French, one of the oldest cultural languages of Europe, offers a means to the appreciation of French literature, art, and sciences. By enrolling in this course any student will be helped to attain this end interestingly and efficiently. Emphasis is placed upon actual language learning; pronunciation is given special attention through the use of phonograph records; but grammar is kept at a minimum. No previous knowledge of French is required. ½ Unit.

SUPPLIES

Smith and Roberts, French Book One: Foresman and Co., Chicago, 1936 ..... $ 2.08

5 double-faced records: University Extension Division, Lincoln, (one set for every 2 or 3 pupils) ..... $ 3.75

XXXIIx—Beginning French—This course is a continuation of Language XXXIx. ½ Unit.

SUPPLIES

Textbook: Same as for Language XXXIx.

5 double-faced records: University Extension Division, Lincoln, (one set for every 2 or 3 pupils) ..... $ 3.75

XXXIIIx—Second Year French—This course is a continuation of Language XXXIIx. Its purpose is to develop the student's ability to read, write, and speak French correctly. Prerequisite: Language XXXIx and XXXIIx. ½ Unit.

SUPPLIES

Smith and Allen, French Book Two: Scott, Foresman and Co., Chicago, 1936 ..... $ 2.20

3 double-faced records: University Extension Division, Lincoln, (one set for every 2 or 3 pupils) ..... $ 2.25

XXXIVx—Second Year French—This course is a continuation of Language XXXIIIx. ½ Unit.

SUPPLIES

Smith and Allen, French Book Two: Scott, Foresman and Co., Chicago, 1936 ..... $ 2.20

Schwartz and Amateau, Unit Readings from Masters: Oxford Book Co., 354 Fourth Ave., New York City, 1937 ..... $ 1.08

Ix—First Year Latin—Latin is the foundation stone of the Romance Languages. In addition many words in our own English language are derived directly or indirectly from Latin. A study of Latin will prove of great value to the student who plans to enter the medical, legal or other allied professions. It should prove of worth to those who plan to study a modern language.

In the course in beginning Latin the student studies the gender of nouns, declension of verbs and case of pronouns, adjectives and adverbs. The common idiomatic expressions are stressed and the relationship of our English language to the Latin is brought forth. Through the medium of selected easy translations and pictures the student gains an insight into the culture and glories of ancient Rome and an idea of the civilization that brought into being Christianity and many of our present day arts. ½ Unit.

SUPPLIES

Scott and Horn, Latin Book One: Scott, Foresman and Co., Chicago, 1936 or 1942 ..... $ 1.76

2 Latin records: University Extension Division, Lincoln, (one set for every 4 to 6 pupils) ..... $ 1.50

IIx—First Year Latin—This course is a continuation of Language Ix. ½ Unit.

SUPPLIES

Textbook: Same as for Language Ix.

1 Latin record: University Extension Division, Lincoln, (one for every 4 to pupils) ..... $ .75

MATHEMATICS

Ix-L—Elementary Algebra—This course covers the first semester of high school algebra. It consist of a core course (so simplified that the rank and file of high school students will succeed in it), and additional material for the above-average student. Every effort has been made to keep the language and explanation within easy comprehension of the average student. ½ Unit.

SUPPLIES

Lennes, A First Course in Algebra: The Macmillan Company, Chicago, 1934 Edition (any printing) ..... $ 1.56
Lennes, Answers to a First Course in Algebra.: The Macmillan Company, Chicago, 1938 (must be returned to the Extension Division) ..... $ .24
Lennes, Teacher's Key to a First Course in Algebra: The Macmillan Company, Chicago, 1935 (must be returned to the Extension Division) ..... $ 1.00

IIx-L—Elementary Algebra—This course is a continuation of Mathematics Ix-L ½ Unit.

SUPPLIES

Textbook and Answer Books same as for Mathematics Ix-L.
10 sheets cross-ruled paper 3/16" ..... $ .15

IIIx-43—Plane Geometry—This course covers the amount of geometry usually taught in the first semester. Purposeful insistence is made upon the development of sound reasoning and upon the use of mathematical proof in reaching a conclusion. ½ Unit.

SUPPLIES

Seymour and Smith, Plane Geometry: The Macmillan Company, Chicago, 1941 ..... $ 1.72
Seymour and Smith, Key to Plane Geometry: The Macmillan Company, Chicago, 1941 (one copy to school. Must be returned to the Extension Division) ..... $ .60
Compass, protractor, ruler (1/16")

IVx-43—Plane Geometry—This course is a continuation of Mathematics IIIx-43, and covers the amount of geometry usually taught in the second semester. ½ Unit.

SUPPLIES

Textbook and key same as for Mathematics IIx-43.

Vx—Advanced Algebra—This course is intended for those who plan to complete a full second year of high school algebra. It should be followed by Mathematics IVx-43. Mathematics Vx includes a review of fundamental operations, the equation, products and factors with applications, fractions and fractional equations, powers and roots, exponents, and radicals. For those students who do work above the ordinary, a unit in imaginaries is also included. ½ Unit.

SUPPLIES

Edgerton and Carpenter, Second Course in Algebra: Allyn and Bacon, Chicago, 1931, 1934, or 1940 ..... $ 1.40
Edgerton and Carpenter, Answer Book to a Second Course in Algebra: Allyn and Bacon, Chicago (must be returned to Extension Division ..... $ .25
25 sheets cross-ruled paper 3/16" ..... $ .25

Vx-E—Advanced Algebra—One semester course. ½ Unit.

SUPPLIES

Same as Algebra Vx.

VIx—Advanced Algebra—This course covers the fourth semester of high school algebra. It is a direct continuation of Mathematics Vx. It includes quadratic equations, systems of equations, graphs, ration, proportion and variation, progressions, the binomial theroem, logarithms, and a brief introduction to trigonometry. ½ Unit.

SUPPLIES

Same as for Mathematics Vx.

VIIx—Trigonometry—This course in trigonometry has been especially prepared for high school students who have shown exceptional mathematical ability and interest. However, the student of average ability may succeed with it. The prerequisite for this course is five semesters of high school mathematics including three semesters of algebra. Students who have not had third-semester algebra will not be able to understand the course.

SUPPLIES

Lennes and Merrill, Trigonometry, Revised Edition (with tables and Answers): Harper and Brothers, New York, 1939 ..... $ 2.60
25 sheets cross-ruled paper 3/16" ..... $ .25
The student will need a compass, protractor and ruler.

VIIIx—Solid Geometry—Only students of exceptional mathematical ability should study solid geometry. Prerequisite—one unit of algebra and one unit of plane geometry. ½ Unit.

SUPPLIES

Welchons and Krickenberger, Solid Geometry: Ginn and Co., Chicago, 1933, or 1936 ..... $ 1.64

IXx—Business Arithmetic—This course includes an intensive drill in the fundamental operations of arithmetic, and a study of such subjects as fractions, and decimals, percentage, interest, trade discount, profit and loss, denominate numbers, mensuration, and statistical methods. The course is built for pupils of the tenth grade, but is suitable for pupils of any high school grade. It is adaptable to the needs of pupils of various mental abilities, provision being made for advanced pupils to omit certain parts of the course. The course may be used as a general elective. ½ Unit.

SUPPLIES

Van Tuyl, Practical Arithmetic, Enlarged Course (with answers): American Book Co., Chicago, 1932 ..... $ 1.36

SCIENCE

Vx-B—Biology—This is the first semester course in biology. The content has been organized to take account of varying interest, needs, and abilities of students. It attempts particularly to develop an attitude of observation of the plants and animals seen about us every day. Access to laboratory equipment, such as hand lens and a microscope, is desirable but not necessary for successful completion of the course. ½ Unit.

SUPPLIES

Baker and Mills, Dynamic Biology: Rand McNally and Company, Chicago, 1938 ..... $ 1.96
Baker and Mills, Activities for Dynamic Biology: Rand McNally and Company, Chicago, 1938 ..... $ .76

VIx-B—Biology—This is the second semester in biology. It follows immediately after Science Vx-B. ½ Unit.

SUPPLIES

Same as for Science Vx-B.

IIIx—General Science—This course in General Science is designed to help students to acquire skills and knowledge and attitudes of a desirable nature through the study of the laws and principles involved in elementary physical science—the course will deal with the composition and changes in matter, and with the study of plants and animals placing special emphasis upon the uses of food and care of the body; the employment of energy in the form of heat and electricity is taught as well as the mechanics involved in obtaining water, and controlling heat through the use of simple machines. The course also deals with a study of the earth and its movements in relation to the solar system. Included also is a study of the mechanics involved in transportation mediums in use today. Conservation of natural resources is emphasized throughout the course. State adopted text. ½ Unit.

SUPPLIES

Pieper and Beauchamp, Everyday Problems in Science, Revised: Scott, Foresman and Co., Chicago, 1933 or 1936 ..... $ 1.84

IVx—General Science—This is the second semester in General Science. It follows immediately after General Science IIIx. ½ Unit. State adopted text.

SUPPLIES

Same as Science IIIx.

SOCIAL SCIENCE

IIIx-38—World History—This course in world history has as its basic objective the comprehension of historical concepts in their relation to ancient, medieval, and modern times. It stresses the position of the United States in world history. ½ Unit.

SUPPLIES

Pahlow, Man's Great Adventure: Ginn and Co., Chicago, 1938 or 1940..... $ 2.68

IVx-38—World History—This course is a continuation of Social Science IIIx-38. ½ Unit.

SUPPLIES

Same as for Social Science IIIx-38.

Vx-W—American History—This course is designed for use in the eleventh and twelfth grades or by adults. Its emphasis is upon the social and economic sides of the development of our nation more than upon its political and military history. Special attention is given to the growth of our present ideals of democracy and our democratic institutions. ½ Unit.

SUPPLIES

Wirth, The Development of America: American Book Company, Chicago, 1937, 1939, 1941, or 1943 ..... $ 2.48

VIx-W—American History—This course is a continuation of Social Science Vx-W. Cause-and-effect relationships are traced throughout the course as a means of interpreting contemporary history. ½ Unit.

SUPPLIES

Same as for Social Science Vx-W.

VIIx-44—Problems in American Democracy—This course is intended for students on the eleventh and twelfth grade levels. It deals in an interesting manner with problems confronting our American way of life. Included in the units for study are: "Understanding Ourselves as Individuals." "The Art of Living Together," "Economic Patterns," "Representative Government," and "Our Place in the World."

This course should be of special interest in helping students to gain an understanding of America's place in a changing world. ½ Unit.

SUPPLIES

Goslin, Storen, Goslin, American Democracy Today and Tomorrow: Harcourt, Brace and Co., Chicago, 1942 ..... $ 2.12

IXx-38—Economic Geography—In any age and in any place, the way men live and make their living is largely an outgrowth of the environment in which they find themselves. It is the purpose of this course to help the student see this close relationship of the industrial and economic activity and organization of a region to its geography. The course gives a comprehensive survey of the great industries of the world, and shows in dramatic fashion why each is located as it is, and what it means in the lives of the people. The student who completes it should have a new appreciation of the world as a great workshop.

The course is probably best adapted to high school puniors or seniors, or adults; but it will appeal to any person of broad interest and sympathies. ½ Unit.

SUPPLIES

Ridgley and Ekblaw, Influence of Geography on Our Economic Life: The Gregg Publishing Co., Chicago, 1938 ..... $ 1.84

Packard, Sinnott, and Overton, The Nations at Work: The MacMillan Co., Chicago, 1933 ..... $ 2.20

Overton, Work-Test Book to accompany The Nations at Work: The Macmillan Co., Chicago, 1933 ..... $ .56

XIx—Economics—This course aims to enlighten the pupil concerning many of the economic problems which will affect him as a citizen. It is intended also to inform him concerning the processes of production and exchange by which he may improve his own economic welfare. Some of the specific problems touched upon are the price level and inflation, banks, and banking, international exchange or trade, monopolies, the tariff, taxation, and labor problems. ½ Unit.

SUPPLIES

Smith, Economics, An Introduction to Fundamental Problems: McGraw-Hill Co., New York, 1938 or 1939 ..... $ 1.68

The World Almanac and Book of Facts: New York World-Telegram, New York ..... $ 1.00

THE MISSISSIPPI SOUTHERN COLLEGE
EXTENSION DIVISION
Department of High School Correspondence
HATTIESBURG, MISSISSIPPI

Date_____

APPLICATION FOR HIGH SCHOOL CORRESPONDENCE STUDY

1. Your name Miss / Mrs. / Mr. _____ Date of Birth_____
2. Mailing address_____ County_____
3. Name of course you desire_____ Number_____ Units_____
4. Name of High School_____
   (a) Are you now enrolled?_____ Class_____ No. of credits_____
   (b) If not now enrolled:
   Did you graduate?_____ When?_____ No. of credits_____
5. Have you ever taken correspondence work?_____ When?_____
   Where? _____ Course_____ Credit_____
6. Are you a veteran?_____ Are you taking this course under provisions of Public Law 346 or 16? Which?_____
7. Amount herewith enclosed for fee ($_____). Remittance should be by money order or check. Do not send stamps or cash.
8. Is it necessary for you to have a supervisor?_____ (Note: if you are attending school now, or if you are under 16 years of age, you must have a supervisor.)
9. If answer to 8 is "Yes", your high school principal must fill in the following blanks.
   (a) Name of supervisor appointed by principal_____
   (b) Primary duties of supervisor_____
   (c) Address of supervisor_____
   (d) This enrollment approved_____
   Principal or Superintendent
   _____
   School
10. Reasons for taking correspondence work: (Check one)
    (a) Complete high school credits ( )
    (b) Business training ( )
    (c) Further study ( )
11. Give names and addresses of others who might be interested in high school correspondence courses.

_____

_____

_____

_____

Fees for Each ½ Unit

Course Fee	$10.00
Materials Fee	1.00
Total	$11.00

*This does not include costs of texts.

Make application and remittance to Extension Division, Department of High School Correspondence Study. Make remittance payable to Mississippi Southern College.

MISSISSIPPI SOUTHERN COLLEGE

"The Friendly College of South Mississippi"

STATION A, HATTIESBURG, MISS.

Member of:

The Southern Association of Colleges and Secondary Schools
The American Association of Teachers' Colleges
The National Association of Schools of Music
The American Council on Education

LOCATION: Mississippi Southern College is in the center of South Mississippi, conveniently located almost equidistant from Jackson, Meridian, Gulfport and McComb. The buildings are new, clean, and modern in a beautiful setting, with pine trees, water oaks, azaleas, camellias, a sunken garden, and a tropical lagoon.

COURSES OF INSTRUCTION: Courses leading to the B.S. and the B.A. degrees are offered and several graduate courses are offered during the Summer Quarter. Courses are offered in Education of Teachers, Science and Mathematics, Home Economics, Music and Art, Commerce and Business, Social Studies, Health and Physical Education, Languages, English, Speech, Journalism, Industrial Arts, Library Science, Pre-Medicine, Pre-Law, Pre-Engineering and Medical Technician.

OPPORTUNITIES FOR VETERANS: Courses for Veterans will be available in all of the college fields. A special course in the Operation of a Small Business will begin on June 10. (Write for special bulletin). An intensive course for Homemakers is offered. Opportunities for making up high school units will be given to Veterans.

RECREATIONAL OPPORTUNITIES: Concrete tennis courts, a swimming pool, a nine-hole golf course, a gymnasium, tours to New Orleans, deep sea fishing on the coast, lectures and dances will be available to students during the Spring and Summer Quarters.

MEETING THE NEEDS OF TEACHERS AND SUPERINTENDENTS: Teachers working on degrees may complete sixteen weeks of work by enrolling on April 29th and continuing through the Summer Quarter. Courses in the elementary and secondary fields will be offered to both teachers and administrators. A Health Workshop and a Reading Clinic and many other workshops and conferences will be held during the Summer Quarter.